



# The Lunch Line

Bureau of Nutrition, Health and  
Transportation Services

The Iowa Department of Education

Please route to:

☐ Food Service Director  
☐ Kitchen Staff

☐ Record Keeper  
☐ Principal

☐ Superintendent  
☐ \_\_\_\_\_

Published in September, November, January, March, and May

March, 2009

## OVS: Offer versus Serve in School Meal Programs (Part 2 of 2)

### ➤ OVS in Nutrient Standard Menu Planning (NSMP) and Assisted Nutrient Standard Menu Planning (ANSMP)

#### Basic requirements:

1. The menu planner is required to use USDA-approved nutrient analysis software to develop menus that offer the required levels of nutrients for reimbursable lunches. At least 3 menu items must be offered each day.
2. Meet the nutrient standards for the appropriate age/grade groups when averaged over one school week's menu. Choosing the appropriate nutrient standards for the age/grade of the children being served is the menu planner's responsibility.
3. For lunches, a minimum of 3 menu items is required (an entrée, side dish and fluid milk).
4. For breakfast, a minimum of 3 menu items is required (2 menu items and fluid milk).

#### General requirements:

1. Students must take full servings for the items to count toward a reimbursable meal.
2. The menu planner determines the number of menu items in a reimbursable meal based on the nutrient analysis.
3. Students may be offered foods as individual items or as combinations.

#### Specific OVS requirements for lunch

1. Students must be offered the planned menu consisting of a **minimum** of 3 menu items (entrée, side dish, and fluid milk) in the serving sizes planned.
2. Students **must always take the entrée**. The entrée is the central focus of the meal and forms the framework around which the rest of the meal is planned.

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3. Students **must always take at least 2 menu items** and **may never decline more than 2 menu items**. **One of the selected menu items must always be an entrée.**
4. Menu items, particularly entrees, are counted differently for OVS depending on how they are offered and selected. Schools can offer an entrée comprised of several foods that can be offered separately or together, as 1 menu item or more. There are no “combination foods” in NSMP – only menu items. For example:
  - If the school offers “hamburger on a bun” as an entrée, this counts as one menu item. The student does not have the choice of taking the hamburger and bun separately.
  - If the school offers “hamburger patty” as an entrée and “bun” as a side dish, this counts as 2 menu items. A student must take the hamburger, but can decline the bun.

#### Specific OVS requirements for breakfast

1. Students must be offered the planned menu consisting of at least 3 menu items (fluid milk and at least 2 additional menu items) in planned serving sizes.
2. Students may **decline no more than 1 of the 3 or more menu items** offered. For example:
  - For a 3-item breakfast menu –toasted bagel-egg sandwich w/jelly, orange wedges, and choice of milk. A student can take bagel-egg sandwich, oranges and milk; bagel-egg sandwich and milk; oranges and milk; bagel-egg sandwich and oranges.
  - If the same menu is offered as 4 items – toasted bagel w/jelly, scrambled egg, orange wedges, and choice of milk. Some choices for a reimbursable breakfast can be to select:
    - ✓ egg, bagel, orange and milk;
    - ✓ bagel, egg and milk;
    - ✓ bagel, orange and milk; and
    - ✓ egg, orange and milk.

Students have more option when the same foods are offered as separate menu items and selecting 3 of the 4 items offers better nutrition.

3. Students may decline **any** menu item, including the milk.

#### Menu Items

Under the NSMP, all foods count as menu items **except:**

- **Condiments/Garnishes** – small amounts of foods used to enhance the flavor or appearance of a menu item, such as relishes, catsup, mustard, salad dressing, butter and margarine, as well as garnishes (grated cheese, chopped vegetables, chopped nuts etc). While these foods cannot count as menu items, condiments and garnishes **must be** included in the nutrient analysis of menus.
- **Foods of minimal nutritional value (FMNV)** such as soda water, certain candies, chewing gum. FMNV can be used to garnish menu items but cannot be offered as menu items.

For more information, check **Offer versus Serve** training manual developed by Team Nutrition or download a copy at

[http://teamnutrition.usda.gov/Resources/offer\\_v\\_serve.html](http://teamnutrition.usda.gov/Resources/offer_v_serve.html)

## 2008-09 Meal Price Survey Results

### National School Lunch Program

<u>Students</u>	<u>Public Schools</u>	<u>Non-public Schools</u>
Average Price	\$1.84	\$2.02
Most Frequent Price	\$1.75	\$2.00
Range of Prices	\$1.32-\$2.50	\$1.45-\$3.00

### School Breakfast Program

<u>Students</u>	<u>Public Schools</u>	<u>Non-public Schools</u>
Average Price	\$1.08	\$1.21
Most Frequent Price	\$1.00	\$1.25
Range of Prices	\$0.65-\$2.00	\$.85-\$1.50

## School Summer Short Courses and Workshops 2009

Plan to increase your confidence, learn new skills and network with other foodservice professionals! Summer School Food Service Short Courses are being planned, and registration is now available.

Please register for each workshop separately, and read the descriptions at the website below for more information. Register online <http://www.ucs.iastate.edu/mnet/schoolfoods/register.html>. If you are unable to register online, a link to print paper registration forms is included at this site.

A new course on planning meals to meet nutrition targets and SMI goals is being offered, entitled Healthy School Meals. This course will contain hands-on practice in all areas of menu planning and documentation of reimbursable meals. The offering of this new course is in response to your concerns that there's just not enough time to share menus, ideas and practice with production records. A brief overview of all course offerings follows:

June 15, 2009

**ServSafe®:** Food Safety Certification course will be offered. Participants will sit for the certification exam at the end of the day.

June 16, 2009

**Process Approach to HACCP:** Workshop will provide an overview and application of the basic concepts. This interactive workshop is an opportunity for school foodservice managers to review and evaluate their district's food safety plans.

June 17, 2009

**Director/Managers Update:** Topics will include: updated emergency management and bioterrorism information presented by the National Foodservice Management Institute (NFSMI), commodities and Team Nutrition updates, feeding school-based childcare centers or the very young student, Healthy Kids Act and other bits and pieces from the Bureau.

July 15-17, 2009

**Procurement Workshop:** Facilitated by staff from the NFSMI. This 2 ½ day session will cover topics related to the purchasing function.

July 20-21, 2009

**Healthy School Meals:** Covers the School Meals Initiative (SMI) and will engage participants in planning, serving, and documentation of healthy school meals following the guidance materials developed by USDA and other resources available in schools.

July 22-23, 2009

**Financial Management Seminar:** For foodservice managers/directors, school business officials, and others involved in financial decisions. Participants will determine how to manage the costs of operating a school food service program and receive NFSMI-developed materials.

July 27, 2009

**Food Buying Guide Workshop:** Will provide instructions on how to use the USDA Food Buying Guide.

July 28-29, 2009

**New Managers Orientation:** Designed for those who will be undertaking new supervisory responsibilities in foodservice programs.

Short Courses are sponsored in partnership with Iowa State University Extension and ISU Hotel and Restaurant Management. All courses are held on the campus of Iowa State University.

Please call Scheman's Registration Department at 515-294-6222 for assistance in completing the registration process within the deadlines. If you are attempting to register after the deadlines, you might be charged a late fee. **Please plan to spend some time with us this summer! We like seeing you!**

**Note: Courses with insufficient registration by the deadline may be cancelled.**

## 2009 Summer Food Service Program Upcoming Events

Winter is passing quickly and summer is rapidly approaching. Two Summer Food Service Program (SFSP) ICN workshops on “General SFSP Information” and “Submitting an Online SFSP Application” have been, or will be, completed on February 11, 2009 and March 11, 2009 respectively.

**Please Note: 2009 SFSP sponsors must attend the ICN Required SFSP Administrative Workshop on April 29, 2009 from 9 AM to 1 PM.** Pre-registration is required and registration information is available at <http://www.iowa.gov/educate/> click on [Nutrition Programs](#) and look for the [Nutrition Quick Links](#) box and click on [Nutrition Training Events](#), click on “SFSP 2009 Summer Food Service Program (SFSP) Workshops” and follow the instructions for registration.

**Also Note: Friday May 8, 2009 is the deadline for online submission of a complete 2009 SFSP Application.**

For more information, please contact Rod Bakken at: Phone: (515) 281-4760 or [rod.bakken@iowa.gov](mailto:rod.bakken@iowa.gov).

## Healthy Kids Act (HKA) Update

The Department wants to thank everyone who took time to provide written comments on the proposed nutrition standards and/or participate in the public hearing on February 3, 2009. The Department is in the process of reviewing the verbal and written comments that have been submitted, to determine if it will recommend changes for action by the State Board of Education, tentatively this item is scheduled for their April 30<sup>th</sup> Board meeting. DE does want to assure LEAs that once the final content of the rules is known, that technical assistance will be offered to assist in understanding the rules and with implementation. In addition, DE will work closely with the Iowa School Board Association in modifying the sample wellness policy for compliance. If you have further questions regarding the HKA contact [Patti.Harding@iowa.gov](mailto:Patti.Harding@iowa.gov) or [Julia.Thorius@iowa.gov](mailto:Julia.Thorius@iowa.gov)

## Youth in Action for Healthy Iowa Symposiums

This past November the Iowa Department of Education’s Team Nutrition program and the State of Iowa Youth Advisory Council sponsored a “Youth in Action for a Healthy Iowa” symposium that identified the problems and suggested solutions that make sense to Iowa high school students on how to support healthy school environments, communities and their own personal eating and physical activity habits. This spring with support from Team Nutrition funds, the State Agency is expanding this effort by offering four regional symposiums for high school youth. See the dates and locations below:

Wednesday, April 8<sup>th</sup>: Cedar Rapids  
Kirkwood Community College

Thursday, April 16<sup>th</sup>: Alta  
Summit Evangelical Free Church

Wednesday, April 22<sup>nd</sup>: Davenport  
Putnam Museum

Wednesday, May 6<sup>th</sup>: Creston  
Southwestern Community College

The State Agency strongly encourages you to bring a team of students! Attending one of the symposiums is a great opportunity for high school students to gain leadership skills and be a role model for their fellow peers. \$500 mini-grants will be available to schools that send a team of students and an adult advisor. Space is limited at each of the symposium locations so register today!

To register a team for one of the symposiums go to [http://www.iowa.gov/educate/index.php?option=com\\_content&task=view&id=1692&Itemid=866](http://www.iowa.gov/educate/index.php?option=com_content&task=view&id=1692&Itemid=866) or for more information, please contact: Carrie Scheidel, Team Nutrition Project Co-Director at [carrie.scheidel@iowa.gov](mailto:carrie.scheidel@iowa.gov) or 515.281.4758.

For more information about the State of Iowa Youth Advisory Council visit: [www.siyac.webs.com](http://www.siyac.webs.com).



## Student-Led Team Nutrition Mini-Grants

Five “Youth in Action for a Healthy Iowa” Team Nutrition mini-grants worth \$500 each were awarded to school teams who attended the symposium in November.

**Howard-Winneshiek High School** plans to assign high school students as “team teachers” for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> graders. The high school students will create active food and fitness lesson plans that include nutrition information and portion size, and offer fresh produce tastings for the younger students.

**Newell-Fonda High School** will work with food service to provide nutrition labels for school lunch meals; implement “Healthy Living Club” with dance pads for an alternative to sitting and socializing in the gym after lunch; try different food combinations in collaboration with food service; teach younger kids how to make low fat smoothies for after school snacks; put Team Nutrition segment in the local *Mustang News* weekly newspaper; and review food categories in science and math classes for nutritional value and calorie calculations.

Students are making a difference and leading healthy changes in their school environments!



## Julia's Tidbits

### Economic Stimulus Package

Details are unavailable as of this writing, but the Department wants you to know that the Federal Economic Stimulus Package recently signed into law includes a provision that should positively impact child nutrition programs. The package includes \$100 million for school food service equipment grant assistance. This provision should save and create jobs in the foodservice equipment manufacturing sector as well as benefit the quality of food provided through the school food service program. The law calls for funding to be allocated proportionately based on the number of meals served per state. The stimulus package calls for states to distribute the funding via competitive grants to LEAs. Awards will be made based upon the need for equipment assistance in participating schools with priority given to schools in which 50 percent or more of the students are eligible for free or reduced price meals. As soon as the Department knows more details regarding the total amount of money Iowa will receive and the requirements for applying for grants, information will be conveyed to schools. Watch for updates on the Bureau website, in the School Leader Update and/or in warrant inserts or a separate direct mailing based on timing of the information.

### Farm to School

Have you been thinking about trying to buy some food products locally, i.e. fruits and/or vegetables? If so, now would be a good time to connect with local growers. Letting producers know the type of product and quantities you might be able to use helps them in deciding how much of which crops to plant. Looking for more information on procuring product locally? See the article elsewhere in this newsletter, contact your local Extension Office for the following publications PM 2045, 2046 and 2047 (these are all also posted at [www.iastatelocalfoods.org](http://www.iastatelocalfoods.org) along with presentations and other handouts related to farm food safety) or check out the Iowa Farm to School website via the link from the Bureau website. In addition to resource information these sites contain contact information to assist you in the process.



## Form Download: PDF or ZIP

In the CNP2000 program there is an option on the application menu called “Form Download”. This section will have forms/documents that are needed in order to run your program efficiently.

When you click on the option “Form Download” it will bring you to a new screen (Example A). There are five columns: Form ID, Description, Download, File Size and Last Updated. In order for you to access the form you will need to click on an option in the “Download” column. The choices are PDF or ZIP.

School Meal Programs Form Download Menu

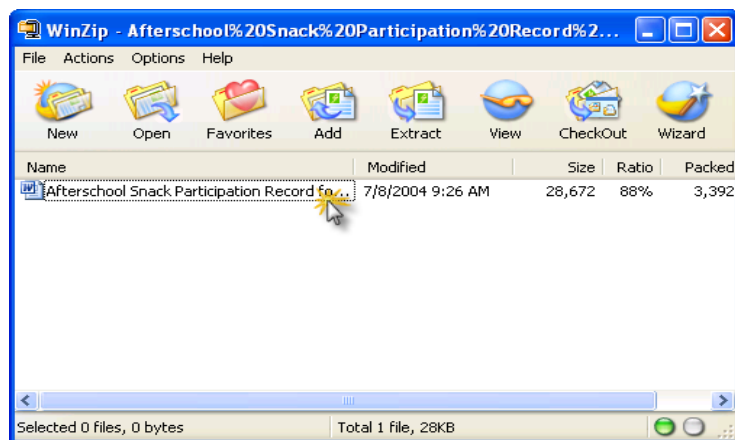
Form Id	Description	Download		File Size	Last Updated
NSLP001	Afterschool Snack Participation Record for Area Eligible Sites	PDF	ZIP	71kb	7/14/2004
NSLP002	Afterschool Snack Participation Record for Non-Area Eligible Sites	PDF	ZIP	111kb	7/14/2004
NSLP003	Afterschool Snack Self-Monitoring Form	PDF	ZIP	120kb	7/14/2004
NSLP004	Appeal Procedures	PDF	ZIP	48kb	3/30/2006
NSLP005	Application for Waiver of Confidentiality Sample (Prototype B)	PDF	ZIP	87kb	7/14/2004
NSLP006	Assurance Statement	PDF	ZIP	32kb	6/24/2005
NSLP007	Daily Counting Methods 05-03	PDF	ZIP	96kb	7/14/2004
NSLP008	Team Nutrition School Enrollment Form	PDF	ZIP	79kb	1/29/2008
NSLP009	Edit Record for Meal Counts	PDF	ZIP	244kb	7/14/2004
NSLP010	FY09 Iowa Eligibility Application, Parent Ltr, Instructions	PDF	ZIP	296kb	6/3/2008
NSLP011	Income Guidelines Internal Use FY09	PDF	ZIP	32kb	6/13/2008
NSLP012	Media Release FY09	PDF	ZIP	49KB	6/23/2008
NSLP013	Menu Planning Options	PDF	ZIP	40kb	6/3/2008
NSLP014	Iowa Eligibility Application for Special Milk Program	PDF	ZIP	138kb	9/5/2008
NSLP015	RCCI Parent Letter	PDF	ZIP	61kb	7/22/2008
NSLP017	RCCI Client Roster	PDF	ZIP	173KB	7/15/2004
NSLP018	Self Monitoring Form On-Site	PDF	ZIP	24kb	2/14/2006
NSLP019	CNP2 Instructions for Non-public	PDF	ZIP	28kb	7/11/2006
NSLP020	CNP2 Instructions for RCCI	PDF	ZIP	17kb	7/11/2006

Example A

What is PDF? The definition for PDF file is a Portable Document Format. This type of file makes it possible to send documents and have them look like they were intended. To access a form in PDF format from CNP2000 click once on the “PDF” in Download column.

If you are unable to access PDF format you will need Adobe Reader, a free application by Adobe systems. If you DO NOT have an Adobe Reader contact your Information Technology department/person and ask to have it installed by them/or go to the following hyperlink, following instructions to install on your computer: <http://get.adobe.com/reader/>.

What is a ZIP file? It's an application that can take several files and compress those files into one file/folder. (Example B) To access a form in ZIP format, click once on the “ZIP” in the Download column. Once you access a form through ZIP you will have another window pop up (Example B). Within this ZIP window it will list the document(s) you are trying to access. Using your cursor, double-click on the document you desire.



Example B

If you are unable to open a Zip file you will need to contact your Information Technology department/person and ask to have an application installed that will extract file(s) from zip data compression format or open in the PDF format.

Please send us questions you have about using our website(s) and we will attempt to answer them via email, newsletter or both. Please send your questions to [Ellen.Miller@iowa.gov](mailto:Ellen.Miller@iowa.gov)

## Food Safety Inspection Requirement

As a reminder, the Reauthorization of the USDA Child Nutrition Programs in 2004 included a requirement that schools and RCCI's receive two Food Safety Inspections each program year. Now is an appropriate time for SFAs to review the inspections status of each of the sites participating in the School Meal Programs.

If each site has not yet had two inspections, it is important that the SFA request from the local inspection authority that two inspections be completed prior to the end of the school year. The SFA cannot control whether or not the two inspections are completed, but must document that the SFA has requested two required inspections. A copy of a letter or a note placed in a file, indicating a call was made to this person on this date requesting the inspections, would be considered documentation. Copies of either the inspections or the documentation must be on file for the State Agency to review. USDA requires the State Agency to report the number of inspections completed. As part of this legislation schools are also required to have posted in a publicly visible location a copy of the most recent inspection.

### **How and when to report:**

The food safety/health inspections are reported via the CNP 2000 web based system at:

<https://www.edinfo.state.ia.us/cnp/security.asp>

On the green navigational bar select "Health Inspections." On the next screen, click on "Health Inspection," click on Program Year 2009, click on "select," and complete the report. **The number of food safety/health inspections that each school/site had must be reported by June 15, 2009.**

If you are not responsible for the food safety inspections, please inform the appropriate individual. Questions may be directed to your area consultant or Patti Harding, Lead Consultant, at 515-281-4754 or [patti.harding@iowa.gov](mailto:patti.harding@iowa.gov).

## Procurement Updates

In the January Warrant Insert, a number of recent USDA procurement memos were highlighted. For example, the new procurement rule that was effective on November 30, 2007 limits the use of nonprofit school food service account funds to costs resulting from proper procurements and contracts. Specifically the rule requires that SFAs include provisions in all cost reimbursable contracts including contracts with cost reimbursable provisions, requiring that costs be net of all discounts, rebates and other applicable credits.

The rule also requires contractors (vendors) to provide sufficient information to permit the school food authority to identify allowable and unallowable costs and the amount of all such discounts, rebates and credits on invoices and bills presented for payment to the SFA.

Please take some time to read the January Warrant Insert so that you can remain current on the procurement area. The State Agency encourages you to start a file that contains all of the procurement information that applies to the National School Lunch Program and School Breakfast Program.

For additional procurement training, plan to attend the Procurement Workshop this summer on July 15-17 at ISU. As a part of the workshop you will receive the NFSMI manual, First Choice: A purchasing system manual for School Food Service.



[Download the Amazing Adventures of the School Breakfast Heroes now.](#) Please note that this is a large file and may take a little while to download.

## Farm To School



In 2007 Iowa Lawmakers passed Farm to School legislation to establish a program that would:

- Link all public and non-public schools with Iowa farmers.
- Provide schools with fresh and minimally processed Iowa-grown food for inclusion in school meals and snacks.
- Encourage children to develop healthy eating habits and provide them with hands-on learning activities.

The Farm to School Program is coordinated by the Iowa Dept. of Agriculture and Land Stewardship in partnership with the Iowa Department of Education and a seven-member Farm to School Council.

The 2009 Iowa Fruit and Vegetable Growers and the Marketers Conference and Trade Show was recently held in West Des Moines on January 29-31, 2009 and was well attended. Several topics covered by national speakers were: "Post Harvest Handling of Food," "Good Ag Practices Safety Begins on the Farm," "GAP audits," and "Food Safety in Today's Market." If you didn't attend this year's annual conference, consider participating in this local opportunity next year.

Another Farm to School initiative is the Iowa Farm to School Chapter Initiative which is unique to Iowa. The Chapter initiative is being implemented to allow communities and individual school districts the opportunity to procure food from local resources. If you are interested in starting a chapter in your community, please contact us or go online for a chapter packet at <http://www.agriculture.state.ia.us/agdiversification/farmtoschoolprogram.asp>

A chapter can encompass an entire school district or simply be built around one school and one single project. Chapter members include producers, school district representatives, interested parents and community members.

If your district is interested in purchasing product locally and are willing to have your contact information included in an online directory to make it easier for producers to contact you, please email [Dean.Flaws@iowa.gov](mailto:Dean.Flaws@iowa.gov) with the following information:

School District Name \_\_\_\_\_

Name of Buyer for Food Service \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

### Bonus Blueberries



With increasing food costs and the growing demand for healthy school meals, commodity bonus frozen blueberries can help schools in both areas. Blueberries

are among the fruits with the highest antioxidant activity providing numerous health benefits. Since the blueberries are a "bonus" item, the only cost to the school is storage and shipping for each 30-pound case. This means that the entitlement value of \$64.12 does not get charged against the school's entitlement.

The nutrient fact label along with suggested uses can be found at:

[http://www.fns.usda.gov/fdd/schfacts/FV/A367\\_BlueberriesFrzCultIQF\\_30lb.pdf](http://www.fns.usda.gov/fdd/schfacts/FV/A367_BlueberriesFrzCultIQF_30lb.pdf)

Check out the Commodity Food Distribution section of our bureau website for recipe ideas.



## New Fresh Fruit and Vegetable Program (FFVP)

The Food, Conservation, and Energy Act of 2009, also known as the Farm Bill, became law on May 22, 2009 (P.L. 110-234). Section 4304 of P.L. 110-234 amended the Richard B. Russell National School Lunch Act (NSLA) by adding Section 19, the Fresh Fruit and Vegetable Program. Under Section 19 of the NSLA, beginning July 1, 2008, the FFVP became a nationwide program that will operate in selected schools in the 50 states, the District of Columbia, Guam, Puerto Rico and the Virgin Islands. Because Iowa was a previously participating state, schools participating in the FFVP last year were given the first option to continue participating for 2008-2009.

New schools (elementary) will now be selected to participate in the FFVP during 2009-2010 school year. Applications will be mailed to those elementary schools with 50 percent or more of the students eligible for free/reduced price meals. The new FFVP application will be mailed in March and is due back April 8th. Per Federal law, the following criteria will be used in the selection of schools for 2009-2010:

- 1) Must be an elementary school
- 2) Each building must apply each year
- 3) Must currently operate the National School Lunch Program (NSLP)
- 4) In the selection process, if an approvable application is received highest priority must be given to schools with the highest percentages of low-income students to the maximum extent practicable.

The funding range for schools participating in 2009-2010 will be approximately \$60-\$70.00 per student enrolled in the school. Once the new schools are selected, participating schools will be provided a specific total dollar amount for use by the school.

Application information will be posted in early March on the Bureau website under Fruit and Vegetable Program. Questions should be directed to [Dean.Flaws@iowa.gov](mailto:Dean.Flaws@iowa.gov) or [Carrie.Scheidel@iowa.gov](mailto:Carrie.Scheidel@iowa.gov)

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## Commodity News

**Café Favorites** has closed down their production plant until March 2009. Orders for the whole grain grilled cheese, whole grain cold cut combo, and whole grain turkey ham/cheese melt sandwiches had to be cancelled again for 9E deliveries, as they were for 9D orders. We'll try again on the 9F orders. Hope this hasn't caused any inconvenience.

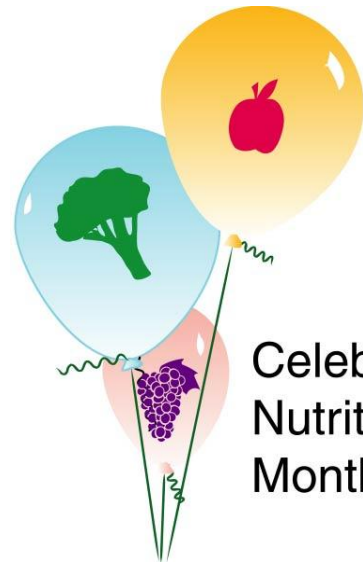
### **Whole Wheat Pilot Planned for Schools in Iowa.**

You may see two USDA test products on your commodity order form for 9F deliveries. USDA is purchasing whole wheat pancakes and whole wheat tortillas for schools nationwide to sample. The products will be offered as a "Bonus" commodity. Add the two products to your commodity lists. They are:

(#2038) Whole Wheat Pancake ( Bonus) Case, 12 lbs.  
Net wgt. 10.8 lbs, Gross wgt. 12 lbs.  
Case value \$10.80 per case  
Pack size 144 count

(#2040) Whole Wheat Tortillas ( Bonus)  
Case, 27 lbs  
Net wgt. 27 lbs, Gross wgt. 28 lbs.  
Case Value \$27.00 per case  
Pack size: 12/24 count bags per case; 1.5 oz. ea.

Both of these products require frozen storage, with a 9-12 month shelf life. Part of the Pilot requires schools to provide feedback to USDA. This will be done by Texas A & M University and the Institute for Obesity Research and Program Evaluation.



**Celebrate  
Nutrition  
Month**

### **USDA Nondiscrimination Statement**

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity employer."

### **Iowa Department of Education Nondiscrimination Statement**

It is the policy of the Iowa Department of Education not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, gender, disability, religion, age, political party affiliation, or actual or potential parental, family or marital status in its programs, activities, or employment practices as required by the Iowa Code sections 216.9 and 256.10(2), Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX, Section 504 (Rehabilitation Act of 1973), and the Americans with Disabilities Act.

If you have questions or grievances related to compliance with this policy by the Iowa Department of Education, please contact the legal counsel for the Iowa Department of Education, Grimes State Office Building, Des Moines, IA 50319-0146, telephone number 515/281-5295; or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661, telephone number 312/730-1560, fax 312/730-1576, email:

[OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)